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# Procedure Title: PRECISION MEASUREMENT EQUIPMENT

## Summary of Changes

Revision 2: Addition of records matrix

**1. PURPOSE:** This document provides local guidance for compliance with the objectives of the Air Force Metrology Program.

**2. SCOPE:** Test, Measurement, and Diagnostic Equipment (TMDE), formerly PME, assigned to the TILOC section, will be controlled and serviced in all aspects, in compliance with this procedure.

## 3. DEFINITIONS:

3.1 PMEL: Precision Measuring Equipment Lab.

3.2 TMDE: Test Measurement and Diagnostic Equipment.

**4. RESPONSIBILITIES:** The electronics technician assigned to the computer room is designated as the Primary TMDE Coordinator. The electronics engineer is designated as the Alternate. They will administer the metrology program in compliance with all pertinent publications.

## 5. INSTRUCTIONS:

5.1. The routine requirements of the TMDE coordinator (TMDC), are probably the most important, that is the delivery and pickup of test equipment from PMEL on schedule.

5.1.1. Use the scheduling documents issued by PMEL: an inventory listing, and a PMEL Work Order.

5.1.2. Review the inventory listing for accuracy and currency, it also serves as the equipment schedule, resolve any discrepancies and coordinate with the PMEL scheduler. Retain the document in the coordinator file.

5.1.3 Retain the PMEL Work Order in the coordinator file until you deliver it with the TMDE to the PMEL receiving area on the date required.

5.1.3.1. Print your name and extension in block 26, and check the update line in block 27.

5.1.4. File the work order receipt, issued when you delivered the TMDE to PMEL, in the coordinator file until you are ready to retrieve the TMDE from PMEL. Use the information on the receipt to confirm that you are claiming the correct instrument at PMEL. Follow the instructions of the PMEL representative when receiving calibrated equipment from the laboratory.

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5.2. The procedures above referenced a TMDE coordinator file. The requirement for, and the contents of, the file are established by T.O. 00-20-14, in section three. Maintain it as specified.

5.3 There are many other requirements regarding TMDE that are not routine. Given the static nature of our small inventory of TMDE assets, the coordinator is advised to refer to T.O. 00-20-14, the PMEL customer handout, located in the coordinator file, and the references posted below for other TMDE activities.

5.3.1. In general T.O. 00-20-14, section three is the best place to begin looking for guidance for any particular TDME action. In there you will find the topic “TMDE USER-OWNER RESPONSIBILITIES”, focus on this area for initial guidance.

5.3.1.1 In that same technical order you will find a section, ”PREPARATION AND USE OF CALIBRATION FORMS AND LABELS”, this is another area you will find useful.

5.4. In the TMDE coordinator file you will find the “PME/TMDE MONITOR TRAINING” customer handout, use the section covering the PME scheduling record, or work order form, for various non-routine TMDE actions such as: inventory additions, unscheduled calibration/ repair, changes to location or owning organization, equipment transfer, and deletions.

## **6. REFERENCES:**

6.2. T.O. 00-20-14 Air Force Metrology and Calibration Program

6.3. T.O. 33K-1-100-1 TMDE Calibration

6.4. T.O. 33K-1-100-2 TMDE Calibration

6.5 TMDE Coordinator file, PME-001

## **7. RECORDS**

Governing Requirements	Specific Record	Resp Org	Stor Site	Form or Rcrd #	Filing Method	Ret. Time	Security Class	Remarks	Electronic Records Backup Method
AFMAN 37-139	Coordinator file	ENFOC	ENFOC	None	File	Indefinite	UNCLASSIFIED		None

## **8. ATTACHMENT:**

8.1. Flow Chart



